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August 31st, 2016

Board of Ethics
Louisiana Ethics Administration Program
P.O. Box 4368
Baton Rouge, Louisiana 70821

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To Whom It May Concern,

As a government employee of the City of New Orleans, I am submitting this request for advisory opinion in regards to outside employment. I am currently the Deputy Director/Chief, Planning & Preparedness at the City of New Orleans – Office of Homeland Security & Emergency Preparedness. This is an unclassified position, for which the appointing authority is the Director of Homeland Security & Emergency Preparedness.

In August 2016, I was requested by Tulane University (New Orleans, LA) to serve as the primary instructor for an environmental health course within the School of Public Health and Tropical Medicine. This course is typically led by a Clinical Professor who is currently unable to teach due to illness. As part of this duty, I will be appointed as an Adjunct Assistant Professor (non-tenure track) in the Department of Global Environmental Health Sciences.

This outside employment will involve three hours per week (Tuesday evening) of instructional time and will not interfere with my duties with the City of New Orleans. Further, I and our office have no current contracts or business affiliations with the Department of Global Environmental Health Sciences and/or Tulane University and there is no current, perceived or foreseeable conflict of interest. Nonetheless, I would like to request an opinion from the Board in regards to this outside employment.

I greatly appreciate the Board's advisory opinion on this matter.

Sincerely,



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